BILL NO. A-85-06-25 (as amended)

SPECIAL ORDINANCE S- 141-85

AN ORDINANCE fixing the salaries of each and every appointed officer, employee, deputy assistant, departmental and institutional head of the Civil City and City Utilities of the City of Fort Wayne, Indiana for the year 1986.

WHEREAS, the Mayor and the Common Council of the City of Fort Wayne, Indiana, have according to the powers outlined in IC 36-4-7-3 and IC 36-8-3-3(d) assigned to each employee of the Civil City of Fort Wayne and of City Utilities of Fort Wayne a Labor Grade under the City Classification System established by Ordinance No. S-34-73 and subsequently modified and improved, which grades should accurately reflect the duties and responsibilities of said employees, and

WHEREAS, the Mayor of the City of Fort Wayne has recommended a maximum salary level for each labor grade in a systematic way, reflecting sound compensation planning and the effects of competitive pressures, and

WHEREAS, the Common Council must assure that salaries reflect the duties and responsibilities assigned to each employee, and to be certain that such salaries are fair and equitable, and

WHEREAS, the funds for such salaries are to be provided for the 1986 City Budget and from City Utilities operating funds and other such sources as may be specified by the Common Council.

NOW THEREFORE, BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF FORT WAYNE, INDIANA:

SECTION 1. That all employees of the Civil City of Fort Wayne and of City Utilities, shall be classified by the departments, titles and labor grades herein designated, and that no changes be made in any labor grade without the specific approval of the Common Council, except for those brought about by collective bargaining with authorized representatives of City or Utilities employees in accordance with existing collective bargaining agreements.

SECTION 2. That the following scale of Maximum Salaries is hereby fixed and authorized as a ceiling for approved labor grades. This maximum will not be exceeded, except for approved shift differentials, overtime pay and merit or other bonuses or technical skill pay specifically enumerated in this Ordinance, required by the Federal Wage and Hours Act (29 U.S.C. Sections 201-19) or in collective bargaining agreements approved by Common Council. It is understood that such discretionary payments are hereby approved and made a part of this Ordinance and are established and fixed by this Council.

SEE EXHIBIT "A" ATTACHED HERETO AND MADE
A PART HEREOF IN ITS ENTIRETY

This scale, as reflected on Exhibit "A", is an attempt to maintain an orderly, consistent and competitive pay policy and is based upon the application of results of a salary survey conducted in 1981, and in 1983, as well as recommendations of a Common Council's 1984 Salary Study Committee. Actual adjustments in salaries within amounts fixed herein by Council will result

from 1.) any general increase to be specified subsequent to adoption of this Ordinance, and/or 2.) any adjustment to the base pay for an individual's labor grade, and/or 3.) any bonus of $500 for persons designated outstanding performers in accordance with the established pay for performance plan approved by Council, or 4.) progression to a level specified in an approved collective bargaining agreement between the City of Fort Wayne and a recognized employee representative organization.

SECTION 3. The following is a true and complete listing of all City and Utilities salaried non-bargaining unit positions by Department, Position Title and Labor Grade. It does not include those positions which are specified as part of a bargaining unit having a written economic agreement with the City or Utilities. Such positions and titles being included in this Ordinance by reference to those economic agreements negotiated by the City Labor Relations Director and approved by Common Council.

The listing below includes the results of a comprehensive re-evaluation of City and Utilities salaried non-bargaining unit positions accomplished last year in accordance with the official position evaluation plan and an update of the position evaluation this year.

LABOR GRADE	TITLE
MAYOR'S OFFICE	
19	Staff Director
17	Administrative Assistant
15	Executive Assistant
8	Executive Secretary VIII
7	Receptionist

FINANCE AND ADMINISTRATION	
19	Director of Finance and Administration
18	Deputy Controller
16	Telecommunications Manager
15	Accounting Systems Manager
14	Administrator - Federal Funds
9	Executive Secretary IX
UC $27,425 (not to exceed)	Council Attorney
ECONOMIC DEVELOPMENT	
19	Director
18	Assistant Director
15	Sr. Finance Specialist
15	Sr. Business Development Specialist
13	Finance Specialist
13	Business Development Specialist
13	Redevelopment Specialist
11	Asst. Business Development Specialist
10	Bookkeeper/Accountant
8	Executive Secretary VIII
6	Secretary VI
4	Secretary IV
3	Secretary/Receptionist
METRO HUMAN RELATIONS COMMISSION	
17	Executive Director
15	Deputy Director
15	Staff Attorney
12	Chief Investigator

METRO HUMAN RELATIONS COMMISSION (cont'd.)

7	Executive Secretary VII

CITY CLERK'S OFFICE

12	Chief Deputy
10	Supervisor
5	Violations Citizen's Advocate
5	Executive Secretary/Bookkeeper

PUBLIC WORKS

19	Director
16	Street and Fleet Dept. Director
12	Clerk to Board
12	Administrative Assistant
9	Executive Secretary IX

PUBLIC AFFAIRS

16	Citizens Advocate
12	Minority Affairs Officer
9	Administrative Assistant
8	Assistant - Citizens Advocate
7	Executive Secretary VII

COMMUNITY DEVELOPMENT & PLANNING

19	Director
18	Deputy Director
16	Senior Planner
9	Office Manager

CONTRACT COMPLIANCE

17	Compliance Administrator

CONTRACT COMPLIANCE (cont'd.)		
10		Compliance Officer
7		Executive Secretary VII
SAFE HOUSING ENFORCEMENT DIVISION		
17		SHED Administrator
12		Enforcement Manager
12		Case Systems Manager
9		Enforcement Officer
9		Legal Assistant
6		Enforcement Records Specialist
6		Code Enforcement Service Specialist
STREET ENGINEERING		
16		Street Engineer
PUBLIC SAFETY		
19		Director
12		Administrative Assistant
12		Admn. Asst./Budget Analyst
6		Executive Secretary VI
POLICE CIVILIANS		
13		Chemist
12		Records Supervisor
12		Neighborhood Specialist
9		Records Bureau Technician
9		Darkroom Technician
9		Child Safety Educator
6		Executive Secretary VI

Fox River Bond

POLICE CIVILIANS (cont'd.)	
3	Property Management Clerk
POLICE COMMAND	
17	Chief of Police
16	Assistant Chief
15	Deputy Chief
13	Captain
FIRE COMMAND	
17	Fire Chief
16	Deputy Chief
15	Assistant Chief
11	Public Information Officer
7	Executive Secretary VII
CIVIL DEFENSE	
13	Civil Defense Director
WEIGHTS AND MEASURES	
11	Inspector
COMMUNICATIONS	
17	Chief of Communications
15	Supervisor of Operations
13	Supervisor of Dispatchers
12	Electronics Technician
12	Asst. Supervisor of Dispatchers
10	Computor Programmer
9	Administrative Assistant

TRAFFIC ENGINEERING	
16	Traffic Engineer
15	Assistant Traffic Engineer
13	Sign and Marking Supervisor
LAW DEPARTMENT	
9	Legal Research Secretary
UC $28,020 (not to exceed)	City Attorney
UC $16,097 (not to exceed)	Associate City Attorney
HUMANE SHELTER	
14	Shelter Manager
12	Asst. Shelter Manager
11	Animal Control Supervisor
11	Animal Care Supervisor
PARKS AND RECREATION	
18	Dir. of Parks and Recreation
17	Superintendent Parks
17	Superintendent Recreation
17	Superintendent Zoo & Veldt
17	Budget & Finance Manager
14	Horticulture - Conservatory Manager
14	Areas Maintenance Manager
13	Arborculture Manager
13	Engineer-Planner Manager
13	Sr. Citizens Center Manager
13	Buildings & Equipment Manager
13	Sports Facilities Manager
12	Arborculture Supervisor

FOX RIVER BOND
25% COTTON

PARKS AND RECREATION (cont'd.)		
	12	Areas Maintenance Supervisor
	12	Landscape Architect
	12	Neighborhood Services Manager
	12	Marketing Manager
	12	Theatre Manager
	12	Support Services Manager
	12	Office Manager
	11	Supervisor - Floriculturalist
	11	Sports Program Manager
	11	Special Activities Manager
	11	Golf Turf Manager
	10	Recreation Center Supervisor
	9	Program Coordinator
	9	Zoo Curator/Ed. Specialist
	9	Support Services Supervisor
	5	Payroll Clerk
	UC $10,427 (not to exceed)	Golf Pro/Manager
PARKING ADMINISTRATION		
	13	Parking Administrator
STREET DEPARTMENT		
	15	Street Commissioner
	13	Assistant Street Commissioner
	12	Administrative Assistant
	10	General Foreman
COMMUNITY SERVICES		
	19	Director
	12	Administrative Assistant

COMMUNITY SERVICES (cont'd.)		
11		Veterans Services Officer
8		Executive Secretary VIII
CITY UTILITIES		
18		Director of Personnel
18		Director of Water Resources
18		City Engineer
18		Director of City Utilities Operations
18		Director of Transportation
17		Director of Labor Relations
17		Superintendent of Filtration Plant
17		Superintendent of WPC Treatment Plant
16		Superintendent of Maintenance
16		Chief Water Engineer
16		Chief WPC Engineer
16		Tech. Services Administrator
16		Purchasing Director
16		Mgr. - Data Processing
16		Chief Lighting/Permit Engineer
15		Assoc. Director of Personnel
15		Professional Engineer
15		Supervisor of Customer Services
15		Asst. Superintendent Water Filtration Plant
15		Supervisor of Industrial Waste & Sludge Operations
15		Assistant Chief Engineer

CITY UTILITIES (cont'd.)

15	Project Manager - DP
15	Manager of Operations - WPC Plant
14	Superintendent of St. Lighting Warehouse
14	Supervisor of Water Maint. Construction
14	Supervisor of Water Maint. Service
14	Assistant Superintendent - WPC Maintenance
14	Systems Analyst
14	Programmer Analyst
14	Public Information Officer
14	Maintenance Foreman - Filtration Plant
14	EEO/AA Administrator
14	Engineering Supervisor
14	Supervisor of Maintenance - WPC Plant
14	Ass. Dir. of Labor Relations
13	Project Leader
13	Supervisor of Gen. Accounting
13	Supervisor of Payroll Services
13	Supervisor of Safety and Claims
13	Administrative Asst.-Customer Services
13	Admn. Asst. Operations
13	Administrative Services Center Staff Supervisor

CITY UTILITIES (cont'd.)		
	12	Employment Specialist
	12	Garage Supervisor
	11	Assistant Supervisor - WPC Plant Maintenance
	11	Safety Investigator
	10	Administrative Assistant X
	10	Payroll Administrator
	10	Office Manager-Personnel
	9	Administrative Assistant IX
	9	Asst. Payroll Administrator
	9	Secretary - Claims Investigator
	7	Executive Secretary VII
	7	Executive Clerical Secretary ASC
	6	Purchasing Administrative Assistant
	6	Executive Secretary VI
	5	Executive Clerical Assistant ASC
	5	Executive Secretary V
	4	Executive Secretary IV

SECTION 4. The base pay and other compensation for patrolmen in the Fort Wayne Police Department is hereby established as provided in the attached Exhibit "B", made a part hereof, as reached through the collective bargaining process; police officers of the rank of Sergeant through Lieutenant inclusive are as established in attached Exhibit "C"; firefighters of the rank of Firefighter through District Chief are established in attached Exhibit "D". Furthermore, the following additions and modifications, developed through the Collective Bargaining Process, are hereby approved and thus modify the Basic Salary Ordinance:

a. Police and Fire employees, as indicated herein, participate in Collective Bargaining on an annual basis with the City for economic conditions. Pursuant to State Statute such economic conditions must be approved by the Common Council. Such economic conditions include, but are not limited to, base pay and monetary fringe benefits. These matters will be negotiated by and between the City and the appropriate bargaining unit for the year 1986. Upon conclusion of such negotiations the appropriate Ordinances shall be submitted to the Common Council for approval.

b. Patrolmen in the Police Department, hired after January 1981, shall receive an annual base pay as follows:

(1) For the first year (365 days), the patrolmen's base pay shall be eighty percent (80%) of the base pay of a first class patrolman;

(2) For the second year (365 days), the patrolmen's base pay shall be ninety percent (90%) of the base pay of a first class patrolman;

(3) For the third year (365 days) the patrolmen's base pay shall be ninety-five percent (95%) of the base pay of a first class patrolman.

c. Only the base pay payable to Police and Fire officers should be considered for Pension purposes. No other forms of compensation shall be construed, in any manner, as additions to the base salary of any Police

and/or Fire officer within the meaning of any applicable Indiana Statute for Pension purposes or otherwise.

d. Employees covered by recognized bargaining unit representatives (Unions) will receive a salary established by the Collective Bargaining process as long as the salaries do not exceed the table of maximum salaries authorized in Section 2, above.

SECTION 5. From and after the first day of January 1986, all appointed officers, employees, deputies, assistants, departmental and institutional heads of the Civil City and City Utilities will be paid according to this, the above and following provisions of this ordinance, subject to budgetary limitations, collective bargaining agreements, future changes or amendments enacted by Common Council.

SECTION 6. As an amendment to Special Ordinance S-84-07-19 following positions are created immediately:

FINANCE AND ADMINISTRATION

16	Purchasing Director
15	Accounting Systems Manager
13	Admin. Asst. Customer Service

PUBLIC SAFETY

14	Humane Shelter/Shelter Manager
13	Captain
12	Asst. Shelter Manager

PUBLIC SAFETY (cont'd.)

11	Fire/PIO Officer
11	Animal Control Supervisor
11	Animal Care Supervisor
9	Police/Child Safety Educator

PARKS AND RECREATION

12	Marketing Manager

SECTION 7. A bona fide merit (pay for performance) program has been developed by the City consisting of a Philosophy Statement, a Policy and Procedure for inclusion in the City Personnel Policies and Procedures Manual, a Performance Evaluation Report and a Training Plan (Exhibit "E"). In accordance with that program, funds will be budgeted for a one-time Excellence in Performance incentive. ~~Bonus of Five Hundred Dollars ($500.00) for the top third of City non-bargaining unit employees.~~ Such Excellence will be established in accordance with the policy utilizing information from the Performance Evaluation Report.

SECTION 8. That all Departments subject to this ordinance will conform to the Official City Personnel Policies and Procedures relating to hiring, pay, and other related practices, approved by the Mayor and administered by the City's Personnel Department.

SECTION 9. If any section, clause, sentence, paragraph or part or provisions of this ordinance be found invalid or void by a Court of competent jurisdiction, it shall be conclusively presumed that this ordinance would have passed

by the Common Council without such invalid section, clause, paragraph, part or provisions, and the remaining parts of the ordinance will remain in effect.

SECTION 10. Two copies of all attachments and Exhibits referred to in this Ordinance shall be kept on file with the City Clerk of Fort Wayne for the purpose of public inspection.

SECTION 11. This Ordinance shall be in full force and effect from and after its passage and approval by the Mayor.

COUNCILMEMBER

APPROVED AS TO FORM
AND LEGALITY

BRUCE O. BOXBERGER, City Attorney

EXHIBIT "A"

LABOR GRADE	MAXIMUM SALARY
1	$11,356.00
2	$12,775.00
3	$14,195.00
4	$15,615.00
5	$17,034.00
6	$18,453.00
7	$19,872.00
8	$21,292.00
9	$22,712.00
10	$24,131.00
11	$25,551.00
12	$26,970.00
13	$28,390.00
14	$29,808.00
15	$31,228.00
16	$34,440.00
17	$38,325.00
18	$42,525.00
19	$47,250.00

5th Vote. w Amendment made by Chas).

Read the first time in full and on motion by _____, seconded by _____, and duly adopted, read the second time by title and referred to the Committee _____ (and the City Plan Commission for recommendation) and Public Hearing to be held after due legal notice, at the Council Chambers, City-County Building, Fort Wayne, Indiana, on _____, the _____ day of _____, 19____, at _____ o'clock ____.M.,E.S.T.

DATE: _____

_____
SANDRA E. KENNEDY, CITY CLERK

Read the third time in full and on motion by Eisbart, seconded by Redd, and duly adopted, placed on its passage. PASSED (~~LOST~~) by the following vote:

	AYES	NAYS	ABSTAINED	ABSENT	TO-WIT:
TOTAL VOTES	5	3		1	
BRADBURY	✓				
BURNS		✓			
EISBART	✓				
GiaQUINTA	✓				
HENRY					
REDD	✓				
SCHMIDT		✓			
STIER	✓				
TALARICO		✓			

DATE: 7-30-85

Sandra E. Kennedy
SANDRA E. KENNEDY, CITY CLERK

Passed and adopted by the Common Council of the City of Fort Wayne, Indiana, as (~~ANNEXATION~~) (~~APPROPRIATION~~) (GENERAL) (SPECIAL) (~~ZONING MAP~~) ORDINANCE (~~RESOLUTION~~) NO. S-141-85 on the 30th day of July, 19 85,

ATTEST: (SEAL)

Sandra E. Kennedy
SANDRA E. KENNEDY, CITY CLERK

Mark E. GiaQuinta
PRESIDING OFFICER

Presented by me to the Mayor of the City of Fort Wayne, Indiana, on the 31st day of July, 19 85, at the hour of 11:00 o'clock A.M.,E.S.T.

Sandra E. Kennedy
SANDRA E. KENNEDY, CITY CLERK

Approved and signed by me this 31st day of July, 19 85, at the hour of 2:00 o'clock P.M.,E.S.T.

WIN MOSES, JR., MAYOR

To adjourn -

Ayes: Two
Burns, Schmidt

Nays: Six
Bradbury, Eisbart, GiaQuinta, Redd, Stier, Talarico

Absent: One
Henry

Reconsider ordinance - First time - Redd made the motion and seconded by Schmidt

Ayes: Five
Bradbury, Burns, Redd, Schmidt, Talarico

Nays: Three
Eisbart, GiaQuinta, Stier

Absent: One
Henry

Reconsider ordinance - Second time - by voice vote -
Delete Sec. 7 - second time - motion failed

Ayes: Four
Burns, Redd, Schmidt, Talarico

Nays: Four
Bradbury, Eisbart, GiaQuinta, Stier

Absent: One
Henry

Vote passage of ordinance - 3rd time

Ayes: Four
Bradbury, Eisbart, GiaQuinta, Stier

Nays: Four
Burns, Redd, Schmidt, Talarico

Absent: One
Henry

Delete Merit Plan

Ayes: Four
Burns, Redd, Schmidt, Talarico

Nays: Four
Bradbury, Eisbart, GiaQuinta, Stier

Absent: One Henry

Second Vote

Ayes: Four
Bradbury, Eisbart, GiaQuinta, Stier

Nays: Four
Burns, Redd, Schmidt, Talarico

Absent: One
Henry

First Vote

Ayes: Four
Bradbury, Eisbart, GiaQuinta, Redd, Stier

Nays: Three
Burns, Schmidt, Talarico

Absent: One
Henry

Amendment made by Redd to delete $500.00 (line 16 & 17 page 15)

Ayes: Five
Bradbury, Eisbart, GiaQuinta, Redd, Stier

Nays: Three
Burns, Schmidt, Talarico

Absent: One
Henry

Amendment - June 1, 1986 - List to Common Council

Ayes: Four
Bradbury, Eisbart, GiaQuinta, Stier

Nays: Four
Burns, Redd, Schmidt, Talarico

Absent: One
Henry

2nd Vote

Read the first time in full and on motion by_____, seconded by_____, and duly adopted, read the second time by title and referred to the Committee_____(and the City Plan Commission for recommendation) and Public Hearing to be held after due legal notice, at the Council Chambers, City-County Building, Fort Wayne, Indiana, on_____, the_____day of _____, 19____, at_____o'clock____.M.,E.S.

DATE:_____ _____
SANDRA E. KENNEDY, CITY CLERK

Read the third time in full and on motion by_____, seconded by_____, and duly adopted, placed on its passage. PASSED (LOST) by the following vote:

	AYES	NAYS	ABSTAINED	ABSENT	TO-WIT:
TOTAL VOTES	4	4		1	
BRADBURY	✓				
BURNS		✓			
EISBART	✓				
GiaQUINTA	✓				
HENRY				✓	
REDD		✓			
SCHMIDT		✓			
STIER	✓				
TALARICO		✓			

DATE:_____ _____
SANDRA E. KENNEDY, CITY CLERK

Passed and adopted by the Common Council of the City of Fort Wayne, Indiana, as (ANNEXATION) (APPROPRIATION) (GENERAL) (SPECIAL) (ZONING MAP) ORDINANCE (RESOLUTION) NO._____ on the _____day of_____, 19_____,

ATTEST: (SEAL)

_____ _____
SANDRA E. KENNEDY, CITY CLERK PRESIDING OFFICER

Presented by me to the Mayor of the City of Fort Wayne, Indiana, on the _____day of _____, 19_____, at the hour of _____o'clock_____.M.,E.S.T.

_____
SANDRA E. KENNEDY, CITY CLERK

Approved and signed by me this _____day of_____, 19_____, at the hour of _____o'clock_____.M.,E.S.T.

_____
WIN MOSES, JR., MAYOR

Amendment - June 1, 1986 - last to C.C.

Read the first time in full and on motion by _____, seconded by _____, and duly adopted, read the second time by title and referred to the Committee _____ (and the City Plan Commission for recommendation) and Public Hearing to be held after due legal notice, at the Council Chambers, City-County Building, Fort Wayne, Indiana, on _____, the _____ day of _____, 19____, at _____ o'clock ____.M.,E.S.

DATE: _____

_____
SANDRA E. KENNEDY, CITY CLERK

Read the third time in full and on motion by _____, seconded by _____, and duly adopted, placed on its passage. PASSED (LOST) by the following vote:

	AYES	NAYS	ABSTAINED	ABSENT	TO-WIT:
TOTAL VOTES	4	4		1	
BRADBURY	✓				
BURNS		✓			
EISBART	✓				
GiaQUINTA	✓				
HENRY				✓	
REDD		✓			
SCHMIDT		✓			
STIER	✓				
TALARICO		✓			

DATE: _____

_____
SANDRA E. KENNEDY, CITY CLERK

Passed and adopted by the Common Council of the City of Fort Wayne, Indiana, as (ANNEXATION) (APPROPRIATION) (GENERAL) (SPECIAL) (ZONING MAP) ORDINANCE (RESOLUTION) NO. _____ on the _____ day of _____, 19____,

ATTEST: (SEAL)

_____
SANDRA E. KENNEDY, CITY CLERK

_____
PRESIDING OFFICER

Presented by me to the Mayor of the City of Fort Wayne, Indiana, on the _____ day of _____, 19____, at the hour of _____ o'clock _____.M.,E.S.T.

_____
SANDRA E. KENNEDY, CITY CLERK

Approved and signed by me this _____ day of _____, 19____, at the hour of _____ o'clock _____.M.,E.S.T.

_____
WIN MOSES, JR., MAYOR

Read the first time in full and on motion by Gwirtz, seconded by Stier, and duly adopted, read the second time by title and referred to the Committee Finance (and the City Plan Commission for recommendation) and Public Hearing to be held after due legal notice, at the Council Chambers, City-County Building, Fort Wayne Indiana, on _____, the _____ day of _____, 19____, at _____ o'clock ____.M.,E.

DATE: 6-25-85

Sandra E. Kennedy
SANDRA E. KENNEDY, CITY CLERK

Read the third time in full and on motion by _____, seconded by _____, and duly adopted, placed on its passage. PASSED (LOST) by the following vote:

	AYES	NAYS	ABSTAINED	ABSENT	TO-WIT:
TOTAL VOTES	5	3		1	
BRADBURY	✓				
BURNS		✓			
EISBART	✓				
GiaQUINTA	✓				
HENRY				✓	
REDD	✓				
SCHMIDT		✓			
STIER	✓				
TALARICO		✓			

DATE: _____

SANDRA E. KENNEDY, CITY CLERK

Passed and adopted by the Common Council of the City of Fort Wayne, Indiana, as (ANNEXATION) ~~(APPROPRIATION)~~ (GENERAL) (SPECIAL) (~~ZONING MAP~~) ORDINANCE (~~RESOLUTION~~) NO. S-144-85

on the _____ day of _____, 19____,

ATTEST: (SEAL)

SANDRA E. KENNEDY, CITY CLERK

PRESIDING OFFICER

Presented by me to the Mayor of the City of Fort Wayne, Indiana, on the _____ day of _____, 19____, at the hour of _____ o'clock _____.M.,E.S.T.

SANDRA E. KENNEDY, CITY CLERK

Approved and signed by me this _____ day of _____, 19____, at the hour of _____ o'clock _____.M.,E.S.T.

WIN MOSES, JR., MAYOR

~~Ordinance~~ amendment made by Chas. to delete "500" (line 16 + 17 page 15)

Read the first time in full and on motion by _____, seconded by _____, and duly adopted, read the second time by title and referred to the Committee _____ (and the City Plan Commission for recommendation) and Public Hearing to be held after due legal notice, at the Council Chambers, City-County Building, Fort Wayne, Indiana, on _____, the _____ day of _____, 19____, at _____ o'clock ____ .M.,E.S.

DATE: _____

_____
SANDRA E. KENNEDY, CITY CLERK

Read the third time in full and on motion by _____, seconded by _____, and duly adopted, placed on its passage. PASSED (LOST) by the following vote:

	AYES	NAYS	ABSTAINED	ABSENT	TO-WIT:
TOTAL VOTES	5	3		1	
BRADBURY	✓				
BURNS		✓			
EISBART	✓				
GiaQUINTA	✓				
HENRY				✓	
REDD	✓				
SCHMIDT		✓			
STIER	✓				
TALARICO		✓			

DATE: _____

_____
SANDRA E. KENNEDY, CITY CLERK

Passed and adopted by the Common Council of the City of Fort Wayne, Indiana, as (ANNEXATION) (APPROPRIATION) (GENERAL) (SPECIAL) (ZONING MAP) ORDINANCE (RESOLUTION) NO. _____ on the _____ day of _____, 19____,

ATTEST: (SEAL)

_____
SANDRA E. KENNEDY, CITY CLERK

_____
PRESIDING OFFICER

Presented by me to the Mayor of the City of Fort Wayne, Indiana, on the _____ day of _____, 19____, at the hour of _____ o'clock _____ .M.,E.S.T.

_____
SANDRA E. KENNEDY, CITY CLERK

Approved and signed by me this _____ day of _____, 19____, at the hour of _____ o'clock _____ .M.,E.S.T.

_____
WIN MOSES, JR., MAYOR

Read the first time in full and on motion by_____, seconded by_____, and duly adopted, read the second time by title and referred to the Committee_____(and the City Plan Commission for recommendation) and Public Hearing to be held after due legal notice, at the Council Chambers, City-County Building, Fort Wayne, Indiana, on_____, the_____day of _____, 19____, at_____o'clock____.M.,E.S.

Delete must have

DATE:_____

_____
SANDRA E. KENNEDY, CITY CLERK

Read the third time in full and on motion by_____, seconded by_____, and duly adopted, placed on its passage. PASSED (LOST) by the following vote:

	AYES	NAYS	ABSTAINED	ABSENT	TO-WIT:
TOTAL VOTES	(4)	(4)	—	(1)	
BRADBURY		✓			
BURNS	✓				
EISBART		✓			
GiaQUINTA		✓			
HENRY				✓	
REDD	✓				
SCHMIDT	✓				
STIER		✓			
TALARICO	✓				

DATE:_____

_____
SANDRA E. KENNEDY, CITY CLERK

Passed and adopted by the Common Council of the City of Fort Wayne, Indiana, as (ANNEXATION) (APPROPRIATION) (GENERAL) (SPECIAL) (ZONING MAP) ORDINANCE (RESOLUTION) NO._____ on the _____day of_____, 19_____,

ATTEST: (SEAL)

_____
SANDRA E. KENNEDY, CITY CLERK

_____
PRESIDING OFFICER

Presented by me to the Mayor of the City of Fort Wayne, Indiana, on the _____day of _____, 19_____, at the hour of _____o'clock_____.M.,E.S.T.

_____
SANDRA E. KENNEDY, CITY CLERK

Approved and signed by me this _____day of_____, 19_____, at the hour of _____o'clock_____.M.,E.S.T.

_____
WIN MOSES, JR., MAYOR

Ordinance Vote 3rd time

Read the first time in full and on motion by _____, seconded by _____, and duly adopted, read the second time by title and referred to the Committee _____ (and the City Plan Commission for recommendation) and Public Hearing to be held after due legal notice, at the Council Chambers, City-County Building, Fort Wayne, Indiana, on _____, the _____ day of _____, 19____, at _____ o'clock ____.M.,E.S.

DATE: _____ _____
SANDRA E. KENNEDY, CITY CLERK

Read the third time in full and on motion by _____, seconded by _____, and duly adopted, placed on its passage. PASSED (LOST) by the following vote:

	AYES	NAYS	ABSTAINED	ABSENT	TO-WIT:
TOTAL VOTES	4	4		1	
BRADBURY	✓				
BURNS		✓			
EISBART	✓				
GiaQUINTA	✓				
HENRY					
REDD		✓			
SCHMIDT		✓			
STIER	✓				
TALARICO		✓			

DATE: _____ _____
SANDRA E. KENNEDY, CITY CLERK

Passed and adopted by the Common Council of the City of Fort Wayne, Indiana, as (ANNEXATION) (APPROPRIATION) (GENERAL) (SPECIAL) (ZONING MAP) ORDINANCE (RESOLUTION) NO. _____ on the _____ day of _____, 19____,

ATTEST: (SEAL)

_____ _____
SANDRA E. KENNEDY, CITY CLERK PRESIDING OFFICER

Presented by me to the Mayor of the City of Fort Wayne, Indiana, on the _____ day of _____, 19____, at the hour of _____ o'clock _____.M.,E.S.T.

_____
SANDRA E. KENNEDY, CITY CLERK

Approved and signed by me this _____ day of _____, 19____, at the hour of _____ o'clock _____.M.,E.S.T.

_____
WIN MOSES, JR., MAYOR

Recommended Ordinance 2nd time by voice vote
Delete sec 7 - second time - motion failed

Read the first time in full and on motion by _____, seconded by _____, and duly adopted, read the second time by title and referred to the Committee _____ (and the City Plan Commission for recommendation) and Public Hearing to be held after due legal notice, at the Council Chambers, City-County Building, Fort Wayne, Indiana, on _____, the _____ day of _____, 19____, at _____ o'clock ____.M.,E.S.

DATE: _____

_____
SANDRA E. KENNEDY, CITY CLERK

Read the third time in full and on motion by _____, seconded by _____, and duly adopted, placed on its passage. PASSED (LOST) by the following vote:

	AYES	NAYS	ABSTAINED	ABSENT	TO-WIT:
TOTAL VOTES	4	4		1	
BRADBURY		✓			
BURNS	✓				
EISBART		✓			
GiaQUINTA		✓			
HENRY					
REDD	✓				
SCHMIDT	✓				
STIER		✓			
TALARICO	✓				

DATE: _____

_____
SANDRA E. KENNEDY, CITY CLERK

Passed and adopted by the Common Council of the City of Fort Wayne, Indiana, as (ANNEXATION) (APPROPRIATION) (GENERAL) (SPECIAL) (ZONING MAP) ORDINANCE (RESOLUTION) NO. _____ on the _____ day of _____, 19____,

ATTEST: (SEAL)

_____
SANDRA E. KENNEDY, CITY CLERK

_____
PRESIDING OFFICER

Presented by me to the Mayor of the City of Fort Wayne, Indiana, on the _____ day of _____, 19____, at the hour of _____ o'clock _____.M.,E.S.T.

_____
SANDRA E. KENNEDY, CITY CLERK

Approved and signed by me this _____ day of _____, 19____, at the hour of _____ o'clock _____.M.,E.S.T.

_____
WIN MOSES, JR., MAYOR

Rescission ordinance – Chas - motion first time Don - 2nd

Read the first time in full and on motion by _____, seconded by _____, and duly adopted, read the second time by title and referred to the Committee _____ (and the City Plan Commission for recommendation) and Public Hearing to be held after due legal notice, at the Council Chambers, City-County Building, Fort Wayne, Indiana, on _____, the _____ day of _____, 19____, at _____ o'clock ____.M.,E.S.T.

DATE: _____

_____
SANDRA E. KENNEDY, CITY CLERK

Read the third time in full and on motion by _____, seconded by _____, and duly adopted, placed on its passage. PASSED (LOST) by the following vote:

	AYES	NAYS	ABSTAINED	ABSENT	TO-WIT:
TOTAL VOTES	5	3		1	
BRADBURY	✓				
BURNS	✓				
EISBART		✓			
GiaQUINTA		✓			
HENRY				✓	
REDD	✓				
SCHMIDT	✓				
STIER		✓			
TALARICO	✓				

DATE: _____

_____
SANDRA E. KENNEDY, CITY CLERK

Passed and adopted by the Common Council of the City of Fort Wayne, Indiana, as (ANNEXATION) (APPROPRIATION) (GENERAL) (SPECIAL) (ZONING MAP) ORDINANCE (RESOLUTION) NO. _____ on the _____ day of _____, 19____,

ATTEST: (SEAL)

_____
SANDRA E. KENNEDY, CITY CLERK

_____
PRESIDING OFFICER

Presented by me to the Mayor of the City of Fort Wayne, Indiana, on the _____ day of _____, 19____, at the hour of _____ o'clock _____.M.,E.S.T.

_____
SANDRA E. KENNEDY, CITY CLERK

Approved and signed by me this _____ day of _____, 19____, at the hour of _____ o'clock _____.M.,E.S.T.

_____
WIN MOSES, JR., MAYOR

To adjourn

Read the first time in full and on motion by_____, seconded by_____, and duly adopted, read the second time by title and referred to the Committee_____(and the City Plan Commission for recommendation) and Public Hearing to be held after due legal notice, at the Council Chambers, City-County Building, Fort Wayne, Indiana, on_____, the_____day of _____, 19____, at_____o'clock____.M.,E.S.

DATE:_____ _____
SANDRA E. KENNEDY, CITY CLERK

Read the third time in full and on motion by_____, seconded by_____, and duly adopted, placed on its passage. PASSED (LOST) by the following vote:

	AYES	NAYS	ABSTAINED	ABSENT	TO-WIT:
TOTAL VOTES	2	6		1	
BRADBURY		✓			
BURNS	✓				
EISBART		✓			
GiaQUINTA		✓			
HENRY				✓	
REDD		✓			
SCHMIDT	✓				
STIER		✓			
TALARICO		✓			

DATE:_____ _____
SANDRA E. KENNEDY, CITY CLERK

Passed and adopted by the Common Council of the City of Fort Wayne, Indiana, as (ANNEXATION) (APPROPRIATION) (GENERAL) (SPECIAL) (ZONING MAP) ORDINANCE (RESOLUTION) NO._____ on the _____day of_____, 19_____,

ATTEST: (SEAL)

_____ _____
SANDRA E. KENNEDY, CITY CLERK PRESIDING OFFICER

Presented by me to the Mayor of the City of Fort Wayne, Indiana, on the _____day of _____, 19_____, at the hour of _____o'clock_____.M.,E.S.T.

_____
SANDRA E. KENNEDY, CITY CLERK

Approved and signed by me this _____day of_____, 19_____, at the hour of _____o'clock_____.M.,E.S.T.

_____
WIN MOSES, JR., MAYOR

COMPREHENSIVE LISTING OF CHANGES

FROM 1985 SALARY ORDINANCE

	OLD TITLE	NEW TITLE	OLD L.G.	NEW L.G.	REASON
FINANCE & ADMINISTRATION					
1.	Internal Auditor	Accounting Systems Manager	14	15	Re-evaluation/ Title
2.	Executive Secretary VIII	Executive Secretary IX	8	9	Re-evaluation/ Title

NOTE - Director of Labor Relations and Associate Director of Labor Relations are listed in the City Utilities positions and deleted from Finance & Administration.

ECONOMIC DEVELOPMENT					
3.	Secretary IV	Secretary VI .	4	6	Re-evaluation/ Title
4.	Asst. Finance Specialist	- - - -	11	--	Eliminated
METRO HUMAN RELATIONS COMMISSION					
5.	Deputy Director	Same	14	15	Re-evaluation
6.	Staff Attorney	Same	13	15	Re-evaluation
7.	Executive Secretary VI	Executive Secretary VII	6	7	Re-evaluation/ Title

	OLD TITLE	NEW TITLE	OLD L.G.	NEW L.G.	REASON
	CITY CLERK'S OFFICE				
8.	Chief Deputy/ Supervisor	Chief Deputy	10	12	Re-evaluation/ Title
9.	Personnel Supervisor	Supervisor	6	10	Re-evaluation/ Title
10.	Records Supervisor	- - - -	5	--	Eliminated
	CONTRACT COMPLIANCE				
11.	Compliance Administrator	Same	17	17	Add Dept. To Salary Ordinance
12.	Compliance Officer	Same	10	10	Add Dept. To Salary Ordinance
13.	Executive Secretary VII	Same	7	7	Add Dept. To Salary Ordinance
	SAFE HOUSING ENFORCEMENT DIVISION				
14.	Shed Administrator	Same	17	17	Add Dept. To Salary Ordinance
15.	Case Systems Manager	Same	12	12	Add Dept. To Salary Ordinance

OLD TITLE	NEW TITLE	OLD L.G.	NEW L.G.	REASON
16. Enforcement Manager	Same	12	12	Add Dept. To Salary Ordinance
17. Enforcement Officer	Same	9	9	Add Dept. To Salary Ordinance
18. Legal Assistant	Same	9	9	Add Dept. To Salary Ordinance
19. Code Enforcement Service Specialist	Same	6	6	Add Dept. To Salary Ordinance
20. Enforcement Records Specialist	Same	6	6	Add Dept. To Salary Ordinance
PUBLIC SAFETY				
21. Administrative Asst.	Administrative Asst./ Budget Analyst	12	12	Title Distinction
POLICE CIVILIANS				
22. None	Child Safety Educator	--	9	New Position
23. None	Property Management Clerk	--	3	New Position

OLD TITLE	NEW TITLE	OLD L.G.	NEW L.G.	REASON
POLICE COMMAND				
24. Captain	Same	13	13	Specifically Excluded From Bargaining Unit
FIRE COMMAND				
25. Public Information Officer	Same	--	11	Specifically Excluded From Bargaining Unit
26. Master Mechanic	- - - -	13	--	Eliminated
COMMUNICATIONS				
27. Director of Communications	Chief of Communications	15	17	Re-evaluation/ Title
28. Supervisor of Technicians	Supervisor of Operations	13	15	Re-evaluation/ Title
29. Technician	Electronics Technician	12	12	Civilian Status
30. Asst. Supervisor of Dispatchers	Same	11	12	Re-evaluation
31. None	Computer Programmer	--	10	New Position

OLD TITLE	NEW TITLE	OLD L.G.	NEW L.G.	REASON
TRAFFIC ENGINEERING				
32. Asst. Traffic Engineer	Same	14	15	Re-evaluation
LAW DEPARTMENT				
33. Legal Secretary	Legal/Research Secretary	7	9	Re-evaluation/ Title
HUMANE SHELTER				
34. Executive Director	Shelter Manager	14	14	Title
35. None	Asst. Shelter Manager	--	12	New Position
36. None	Animal Control Supervisor	--	11	New Position
37. None	Animal Care Supervisor	--	11	New Position
38. Special Humane Officer	- - - - -	10	--	P o s i t i o n Eliminated
39. Animal Technician	- - - - -	10	--	P o s i t i o n Eliminated

	OLD TITLE	NEW TITLE	OLD L.G.	NEW L.G.	REASON
PARKS AND RECREATION					
40.	Business Manager	Budget & Finance Manager	15	17	Re-evaluation/ Title
41.	Horticulturist-Conservatory Mgr.	Horticulture-Conservatory Mgr.	14	14	Title
42.	Supervisor Area Maint.	Area Maint. Manager	14	14	Title
43.	Arborist	Arborculture Manager	13	13	Title
44.	Engineer-Planner	Engineer-Planner Mgr.	13	13	Title
45.	Director Sr. Citizen Center	Sr. Citizen Center Mgr.	13	13	Title
46.	Supervisor-Bldg. & Equipment	Building & Equip. Mgr.	13	13	Title
47.	Asst. Arborist	Arborculture Supervisor	12	12	Title
48.	Asst. Supervisor Areas Maintenance	Areas Maint. Supervisor	12	12	Title
49.	Coordinator Neighborhood Services	Neighborhood Svcs. Mgr.	12	12	Title
50.	Supervisor-Special Svcs.	Support Services Mgr.	12	12	Title
51.	Office Manager	Same	9	12	Re-evaluation
52.	None	Marketing Manager	—	12	New Position

CHANGES, PAGE 7

	OLD TITLE	NEW TITLE	OLD L.G.	NEW L.G.	REASON
53.	Coordinator of Special Activities	Special Activities Mgr.	11	11	Title
54.	Greenskeeper Supervisor	Golf Turf Manager	11	11	Title
55.	Recreation Center Dir.	Recreation Center Supervisor	10	10	Title
56.	Program Coordinator/ Sr. Citizen Center	Program Coordinator	9	9	Title
57.	Asst. Special Services Supervisor	Support Services Supervisor	9	9	Title
58.	Golf Pro	Golf Pro/Manager	UC	UC	Title
	STREET DEPARTMENT				
59.	Administrative Assistant	Same	10	12	Re-evaluation
	COMMUNITY SERVICES				
60.	Veterans Svcs. Officer	Same	11	11	Remove From C.U.

OLD TITLE	NEW TITLE	OLD L.G.	NEW L.G.	REASON
CITY UTILITIES				
61. Director Labor Relations	Same	16	17	Re-evaluation
62. Purchasing Director	Same	15	16	Re-evaluation
63. Chief Street Lighting Engineer	Chief Lighting/ Permit Engineer	15	16	Re-evaluation/ Title
64. Project Engineer (P.E.)	Professional Eng.	14	15	Re-evaluation/ Title
65. Asst. Superintendent/ Filtration	Same	14	15	Re-evaluation/ Title
66. Systems Programmer	- - - - -	14	--	Eliminated
67. Asst. Dir. of Purchasing	- - - - -	13	--	Eliminated
68. Resident Eng.-WPC Plant	- - - - -	13	--	Eliminated
69. Micro-Specialist-DP	- - - - -	13	--	Eliminated
70. Adm. Asst./Cusotmer Svc.	Same	11	13	Re-evaluation
71. General Foreman-WPC Plant	- - - - -	12	--	Eliminated
72. Personnel Officer	- - - - -	12	--	Eliminated
73. Supervisor of Data Operations	- - - - -	11	--	Eliminated
74. Administrator - Sludge Disposal	- - - - -	11	--	Eliminated

CHANGES, PAGE 9

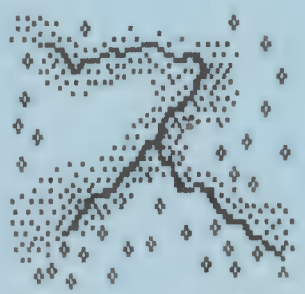
OLD TITLE	NEW TITLE	OLD L.G.	NEW L.G.	REASON
75. Supervisor of Meter Reading	- - - - -	11	--	Eliminated
76. Safety Investigator	Same	10	11	Re-evaluation
77. Office Manager - Transporation	- - - - -	10	--	Eliminated
78. Office Mgr.-Personnel	Same	9	10	Re-evaluation
79. Exec. Sec. VII-Payroll	Asst. Payroll Admin.	7	9	Re-evaluation/ Title

1985 SALARY AMENDMENTS

PURCHASING DIRECTOR	16
ACCOUNTING SYSTEMS MANAGER	15
SHELTER MANAGER	14
ADMINISTRATIVE ASSISTANT/CUSTOMER RELATIONS	13
CAPTAIN - POLICE	13
MARKETING MANAGER - PARKS	12
ASSISTANT SHELTER MANAGER	12
ANIMAL CONTROL SPECIALIST	11
ANIMAL CARE SPECIALIST	11
P.I.O. OFFICER - FIRE	11
CHILD SAFETY EDUCATOR	9

Exhibit E

CITY OF FORT WAYNE MERIT INCENTIVE PROGRAM



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C. Evaluation Format 5

D. Training Plan 12

E. Nonfinancial Incentives 15

STATEMENT

OF

PHILOSOPHY

In order to encourage excellence in public service and greater efficiency in government, employees either individually or in their work units, should be rewarded for performance and productivity beyond the average.

Such rewards should be both financial and nonfinancial in nature and should be directly linked to their performance in as objective a manner as possible. Consistency and predictability of performance and reward by management is the key to encouraging desired behaviors.

Financial merit incentive rewards should not be a substitute for adequate base compensation, but instead should be an adjunct to it. Before merit incentives can be effective, all employees should be paid a fair and competitive wage for the work that they do. Merit incentives should never be considered an entitlement and should not accrue from year to year. For that purpose, bonuses should be used rather than additions to the base pay.

A key element of reward systems, both financial and nonfinancial, is the proper use of the performance evaluation. Evaluators should be properly trained and motivated to use formal and informal evaluation techniques to convey expectations, communicate reactions and receive feedback from employees on significant elements of performance. A good performance evaluation must be a two-way street with employees participating in goal setting and self-evaluation.

Nonfinancial rewards should consist of both formal programs to recognize outstanding performance and informal, day-to-day feedback to all employees on improvements in behavior or outstanding achievements. These rewards should be immediate, predictable, and significant. Under no circumstances should such rewards be given without sufficient justification or just because "everybody else is doing it."

Finally, since the general public perceives government employees in a different light than private sector employees; and since profits cannot be the basis for funding a rewards system, application of funds to financial incentives must be selective. Not everybody can receive a merit incentive bonus. Rewards will be given only for clearly documentable performance beyond the average. Funds will be set aside for this purpose on an annual basis in the City budget, and payouts will be subject to extensive review.

POLICY

AND

PROCEDURE

PERFORMANCE EVALUATION PROCEDURE AND MERIT INCENTIVE BONUS POLICY

1.0 PROCEDURE: GENERAL

1.1 Individual Performance Evaluation Systems will affect all salaried, non-bargaining unit personnel of the City of Fort Wayne and City Utilities.

1.2 Group Performance Incentive Bonus Systems is subject to collective bargaining and may be included at a later date.

2.0 INDIVIDUAL SYSTEMS: EXECUTIVE

2.1 A separate evaluation system for City and Utilities executives will provide measurement of unit performance and productivity in addition to personal performance considerations.

2.2 An executive is defined as any staff officer, department head, associate or assistant or deputy department manager classified at pay grade 15 or above in the City's current salary ordinance.

2.3 Performance Evaluation for Executives will be accomplished on the PER Form attached. Evaluation will be accomplished annually in November by:

A. Division directors for all assigned department heads, with approval of the Mayor.
B. Department heads for major departments on associate, assistant and deputy department managers, with approval of the appropriate division director.
C. Relevant boards and commissions for all unassigned departments.

2.4 Bonus payouts to executives will be approved in December for disbursement in the last week of January of the next year.

3.0 INDIVIDUAL SYSTEMS: SALARIED, NON-BARGAINING UNIT - GENERAL

3.1 Individual Performance Evaluation will be accomplished on all salaried, non-bargaining unit personnel not designated as executives, and a reward incentive system consisting of financial and non-financial incentives will support this evaluation system.

3.2 Performance Evaluations for Staff will be accomplished annually in November on the PER Form by each department head for all non-executive personnel who are not performing work represented by one of the recognized bargaining units of the City or Utilities. In larger departments, actual evaluation may be delegated to subordinate executives but ultimate accountability will remain with the department head.

3.3 Funds for financial incentive bonuses will be allocated to each department on a pro-rata basis. Disbursement of these funds to non-executives, salaried, non-bargaining unit employees will be recommended by department heads in a formal plan submitted for review in December of each year. Review procedure will be:

A. Submission of plan by department head.
B. Review and recommendation by division directors.
C. Review by Mayor and action to:

1. approve
2. disapprove
3. modify

3.4 Non-financial incentives may be developed on a department-wide or division-wide basis and may be implemented without higher approval if they do not entail actions directly counter to established City personnel policies or expenditures of City funds beyond that unit's discretionary power. Non-financial incentives may be developed to include ALL personnel of a department or division, including bargaining unit personnel, if such incentives do not conflict with existing agreements nor interfere with harmonious labor-management relations.

3.5 Payouts of financial incentive bonuses for non-executive personnel will be in January of each year.

4.0 TRAINING OF EVALUATORS

4.1 All persons who will conduct performance evaluations will participate in a minimum of four hours of evaluator training each year. The training will be conducted by academic or professional persons from area colleges or universities or from private sector organizations. Records of program content and participation will be kept on file. No untrained person will be permitted to evaluate performance in accordance with this policy and procedure.

5.0 RESERVED FOR GROUP INCENTIVE SYSTEMS

These systems will be subject to collective bargaining processes and will be reflections of consistent performance and group effectiveness significantly beyond the norm. Group norms must be established, and recordkeeping systems must be developed before an effective group incentive program can be implemented.

EVALUATION

FORMAT

CITY OF FORT WAYNE
PERFORMANCE EVALUATION REPORT

All supervisory and salaried non-bargaining unit personnel should be evaluated semi-annually. The evaluation is based on both performance and productivity and is tailored to the unit mission and individual job descriptions. The following report is a guideline. Evaluators are urged to select weighting and individual questions IN ADVANCE of the evaluation period and to discuss them with the employees.

Name _____ Date _____

Position _____ Dept. _____

Last Evaluation _____ Evaluator _____

NARRATIVE SUMMARY:

THIS SPACE RESERVED FOR ADMINISTRATIVE REVIEW:

WA = I ____ + II ____ + III ____ + IV ____ + V ____ = _____

COMPARED TO UA

MERIT BONUS Y N COMMENTS:

SUMMARY INSTRUCTIONS

Performance Levels:

1. Performance is poor, with definite improvements needed and does not meet minimum work standards. (Poor)

2. Performance requirements are only partially met and there are specific areas which must be improved. (Needs Improvement)

3. Performance is acceptable. Work standards are consistently met. The employee performs effectively. (Acceptable)

4. Performance often exceeds the standard for the job. (Above Average)

5. Performance is ALWAYS above the required standards and superior to others doing the same or similar work. (Superior)

DIRECTIONS

1. Complete and check the information on page one.

2. Select weights for each section applicable to this job and this employee.

3. Select the questions that are applicable to this job and this employee.

4. Discuss weights and questions with the employee IN ADVANCE of the rating period.

5. At the evaluation time, complete the questionaire utilizing the Performance Level standards above.

6. Meet and Discuss the evaluation with the employee and complete the certification at the end of the report.

7. Forward the certified form to City Personnel Department where it will be quantified and statistical evaluations will be completed.

8. The department will be notified of combined results within one month and bonuses may be granted at that time.

SECTION WEIGHTING:

SECTION I	JOB KNOWLEDGE	_____
SECTION II	RESPONSIBILITIES	_____
SECTION III	INTERACTIONS	_____
SECTION IV	COORDINATION/ SUPERVISION	_____
SECTION V	PERSONAL CHARACTERISTICS	_____
	Total	100 PTS.

Performance Levels

POOR	NEEDS IMPR.	ACCEPT.	ABOVE AVE.	SUPERIOR
1	2	3	4	5

SECTION I: JOB KNOWLEDGE WEIGHT _____

		Level	Comments
1.	Understands and applies technical knowledge to job	( )	_____ _____
2.	Adapts well to changes and changing circumstances	( )	_____ _____
3.	Demonstrates ability to communicate orally	( )	_____ _____
4.	Demonstrates ability to communicate in writing	( )	_____ _____
5.	Keeps abreast of changes in field of expertise	( )	_____ _____
6.	Trains others in needed skills or knowledge	( )	_____ _____

7.	Demonstrates understanding of unit mission and goals	( )	_____ _____
8.	Demonstrates thorough knowledge of job duties	( )	_____ _____
9.	Other	( )	_____ _____
10.	Other	( )	_____ _____

SECTION II: RESPONSIBILITIES WEIGHT _____

		Level	Comments
1.	Plans and administers budget for job/unit well	( )	_____ _____
2.	Utilizes staff and materials well	( )	_____ _____
3.	Sets and accomplishes productivity goals	( )	_____ _____
4.	Sets and accomplishes performance goals	( )	_____ _____
5.	Manages time well and meets deadlines	( )	_____ _____
6.	Takes initiative in job assignments and projects	( )	_____ _____
7.	Understands and accomplishes EEO/AAP goals	( )	_____ _____
8.	Other	( )	_____ _____
9.	Other	( )	_____ _____

SECTION III: INTERACTIONS WEIGHT _____

		Level	Comments
1.	Understands how unit fits into overall operations	( )	_____ _____
2.	Deals effectively with co-workers and other employees	( )	_____ _____
3.	Handles public contacts tactfully	( )	_____ _____
4.	Handles suppliers/vendors effectively and tactfully	( )	_____ _____
5.	Effectively communicates ideas	( )	_____ _____
6.	Keeps good records and documentation	( )	_____ _____
7.	Keeps superiors informed	( )	_____ _____
8.	Keeps subordinates and co-workers informed	( )	_____ _____
9.	Other	( )	_____ _____
10.	Other	( )	_____ _____

SECTION IV: COORDINATION/SUPERVISION WEIGHT _____

		Level	Comments
1.	Works effectively with other units	( )	_____ _____
2.	Helps other employees or units in emergencies	( )	_____ _____
3.	Assists in developing subordinates	( )	_____ _____
4.	Effectively manages the quantity/ quality of subordinates' work	( )	_____ _____

5.	Demonstrates problem-solving and trouble-shooting abilities	( )	_____
6.	Other	( )	_____
7.	Other	( )	_____

SECTION V: PERSONAL CHARACTERISTICS WEIGHT _____

		Level	Comments
1.	Attendance	( )	_____
2.	Compliance with work hours	( )	_____
3.	Cooperation with supervisor	( )	_____
4.	Adapts to change in job	( )	_____
5.	Well organized	( )	_____
6.	Uses time effectively	( )	_____
7.	Coordination with other work groups	( )	_____
8.	Other	( )	_____
9.	Other	( )	_____

CERTIFICATION

SUPERVISOR'S SUMMARY

Strengths:

Weaknesses:

New Goals:

EMPLOYEE'S COMMENTS:

Signature of Rater _____

Signature of Employee _____

Date _____

TRAINING

PLAN

Beginning in January, 1985, all management personnel should receive a minimum of four hours of formal training in the use of performance evaluation techniques and related managerial skills.

Training for the initial implementation of the program will be conducted in groups organized by management level, with the upper levels receiving a more intensive program first and succeeding levels of management being trained in departmental units, usually by their own management.

Trainers for top management will be persons from the private sector or from local educational institutions who teach management sciences. Trainers for department-level programs will be internal personnel, assisted by outside facilitators.

Training for top management, consisting of division directors, chief staff officers, and department heads will be done in cross-sectional groups of eight to ten persons.

This training will be designated "Phase One Training." Each group will meet for three, three-hour sessions with a trainer who will also review the first evaluations performed by members of that group. Training sessions will be organized and coordinated by the City Personnel Office, who will keep records of attendance and performance.

The learning objectives of these training sessions will be:

1. To recognize and classify excellence in employee performance.

2. To recognize and avoid some of the typical pitfalls of evaluators.

3. To effectively utilize the procedures and forms provided to accomplish the purposes stated in the City's philosophy and policy.

4. To recognize when nonfinancial incentive rewards are appropriate and how to utilize them.

5. To recognize when financial incentive rewards are appropriate and how to utilize them.

6. To anticipate negative responses and defensive behaviors from employees in reaction to evaluations and rewards and to be prepared to deal effectively with those behaviors.

7. To be able to modify and adapt techniques to achieve maximum effectiveness in the use of the Incentive Program.

PROPOSED OUTLINE OF PHASE ONE TRAINING

1. Discussion of the Role of the Performance Evaluation in job of manager, in general.

2. Discussion of Philosophy of Merit Incentive Rewards, in general.

3. Specific application of these general principles to the City's system.

4. Types of rewards:

   A. Financial.
   B. Formal Nonfinancial.
   C. Informal Nonfinancial.

5. How can these rewards fit into the City's programs?

6. Use of Performance Evaluation Techniques.

   A. Typical problems and pitfalls.
   B. Effective strategies for evaluation.
   C. Written evaluation techniques.
   D. Oral evaluation interviews.

7. Feedback and follow-up techniques.

8. Case study applications.

9. Written test:

Each item represents a segment which may be from a half hour to two hours in duration. All programs, while they may vary based on the needs of the specific group, will follow the same outline and utilize the same case studies and written test.

The second (and possibly third) phase of training will be conducted on a departmental basis under the direction of the department head. Documentation of attendance and performance on case studies and written tests will be kept by the department head, and a brief summary report will be prepared at the completion of training and forwarded to the Mayor's office to be kept on file for the next year.

Objectives for Phase Two training will be substantially the same as those for Phase One. The program format will be substantially the same also, except that the material will be covered in either two or three two-hour segments rather than the nine hours for Phase One. Each department head will adapt the training to meet the unique needs of the department and the general level of supervisory skill of subordinate managers.

Since policies require that no untrained manager will conduct performance evaluations, each newly hired or promoted manager must be given training as a part of his or her orientation or within one calendar quarter of assuming the management position.

NONFINANCIAL

INCENTIVES

There are two major types of Nonfinancial Incentives: a) formal programs which recognize achievement or measurable accomplishment; and b) informal recognition, which utilizes a management style of positive reinforcement of desired behaviors looking at each separately.

A. Formal Programs

1. Letters of Commendation and Excellence

   Formal letters of commendation for individual or group achievement of project goals or outstanding performance should be used liberally. One copy should be given to the individual(s) and a second copy posted on the department bulletin board for a week. A third copy should be forwarded to the Personnel Department for inclusion in the individual's personnel file.

2. City employee of the month

   Each department should choose an employee-of-the-month based on improvement, overall performance, and productivity. A brief statement should be prepared and forwarded to the Mayor's office where an employee-of-the-month for the City will be selected from departmental nominees. The winner will receive a plaque from the Mayor and be given a day off with pay (to be taken within three months).

3. The City employee newspaper should be revived and emphasis placed on success stories, promotion of City goals and communication of benefits and reward systems. Each month, a different department's efforts to promote excellence should be highlighted.

4. Specific programs should be developed city-wide to encourage desired behaviors. For example, employees with no lost time due to illness (or generally with no absenteeism) could be given an extra day off of personal time each year in addition to the continued accumulation of sick days.

5. The tuition assistance program should be expanded and should include City departments as well as Utilities departments. In the same way, City sponsorship or attendance at Continuing Education programs should be expanded to permit more persons to take advantage of programs to improve personally or professionally.

6. Each department should be encouraged to form one or more Quality of Worklife (Q.W.L.) type groups. Membership should be voluntary and coordinated with labor unions where appropriate. Q.W.L. units should be allowed one hour per week to meet and all groups will be trained and assisted by a facilitator. Q.W.L. groups will have goals which include: a) making the workplace better; b) improving work techniques and methods; c) improving communications between management and workers; and d) problem-solving projects related to the work unit.

7. Each department should formally schedule a quarterly department, informational meeting (sack lunch or catered) to discuss goals, problems, and achievements.

B. Informal Programs

1. All managers should be trained in techniques of positive behavior reinforcement and be encouraged to utilize such techniques on a day-to-day basis.

2. Depending on the nature of the department, each unit should be encouraged to have: 1) an open door policy; or 2) weekly time for employees to meet with the manager on a one-to-one basis for discussing problems or asking questions.

3. Department heads are encouraged to develop informal (but consistent) policies for rewarding individuals or units that are cooperating with goals by allowing more flexibility in in-and-out times. Here, however, it must be clear that these are exceptions rather than the rule and that they are granted not on the basis of needs or wants, but on the basis of cooperation and performance.

4. Intra-departmental competitions or team building activities should be utilized to accomplish specific goals. Managers should receive training in how to effectively plan, operate and evaluate such programs.

BILL NO. S-85-06-25

REPORT OF THE COMMITTEE ON FINANCE

WE, YOUR COMMITTEE ON FINANCE TO WHOM WAS REFERRED AN (ORDINANCE) ~~(RESOLUTION)~~ fixing the salaries of each and every appointed officer, employee, deputy assistant, departmental and institutional head of the Civil City and City Utilities of the City of Fort Wayne, Indiana for the year 1986

HAVE HAD SAID (ORDINANCE) ~~(RESOLUTION)~~ UNDER CONSIDERATION AND BEG LEAVE TO REPORT BACK TO THE COMMON COUNCIL THAT SAID (ORDINANCE) ~~(RESOLUTION)~~ DO PASS DO NOT PASS WITHDRAWN

YES		NO
	BEN A. EISBART CHAIRMAN	
	JANET G. BRADBURY VICE CHAIRWOMAN	
	SAMUEL J. TALARICO	
	THOMAS C. HENRY	
	JAMES S. STIER	

CONCURRED IN 7-30-85

SANDRA E. KENNEDY
CITY CLERK